

Undertaking to be submitted by Bidder/Vendor/Tenderer
(On Company Letter Head duly signed & stamped)

This has reference to the LOE no.-..... Dated In response to the LOE, we have submitted our bid on..... at your office/or through email. In connection with the above bids, we hereby declare as under:-

- i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons/organization employee in any capacity whatsoever.
- ii- We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
- iii- That we have submitted the bids in the name of M/s and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
- iv- We undertake that:
 - a. All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
- v- We undertakes that:-
 - a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.
- vi- We understand that HLPPT is not bound to accept any bid received against RFP and HLPPT has right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Name of the authorized Signatory _____

Signature & Company Seal/Stamp _____

Need Assessment for hiring an agency to develop E-Document Management System Solution

1. Project Overview:

- HLPPT has been selected as a Non-Government Principal Recipient (NGPR) for HIV/AIDS component by the Global Fund GC 7 (2024-27) project by Global Fund. HLPPT is also implementing Projects under the MoU between HLL Lifecare Ltd and NHA as well as various CSR and Skill Programs.
- **Objectives and expectations for the project** – Considering the growing projects and coverage of PAN India projects so it will be a organisation requirement to managing large paper data, sensitive information and various programmatic and implementational papers as digital data. Digital solution will help in recording, managing, representing and reporting the paper data in real time and as on demand basis for better control and implementation of all the paper data into digital data of various projects. This system will enable organizations to manage office documents digitally, streamline file approvals, and control user access based on projects, donors, and organizational hierarchy under customised workflows.

Hired Agency will develop a Digital system aims to replace traditional file handling and documentation processes with a modern, secure, and efficient digital platform.

Objectives

- Digitalize all office documents with structured and searchable storage.
- Provide access control based on projects, donors, departments, and user roles.
- Enable version control, secure sharing, and document history tracking.
- Implement a file approval workflow before external sharing.
- Allow users to assign document-level access with defined duration.
- Ensure enterprise-grade data security and audit trails.

- Created By, file Uploaded By.
- Filter by file type, date, uploader, project, donor, approval status
- Instant preview and secure download

H. Notifications & Reminders

- Document upload success or failure
- Pending approval reminders
- Expiring shared links alert

I. Digital Record Management

- Secure digital vault with regular data backup
- Maintain metadata, document expiry, file activity logs
- Archive old files with tagging and limited access

J. Security & Compliance

- SSL encryption for data transfer
- Role-based permission structure
- IP-based access control (optional)
- Audit trails for all activity logs
- Document watermarking & download restrictions

K. Recycle bin/restore files

- If any one deleted file will restore later
- Delete History
- File automatic or manually removed from recycle bin after few days like 90 days
- Bulk Restore option
- Bulk Delete option

As per the above specification requisition needs to be generated.



Signed by: